



WILLIAM J. CAMPBELL LIBRARY

United States Court of Appeals
for the Seventh Circuit
219 South Dearborn Street
Chicago, Illinois 60604

2005-06
5/13/2005

POSITION VACANCY

Position: LIBRARY TECHNICIAN

Salary Range: CL 25 (\$35,793 - \$44,756) depending upon qualifications

Closing Date: Open Until Filled

Position Overview:

The Library Technician position is based in the Chicago Headquarters Library and is responsible for providing specialized support in one or more functional areas of library operations. The incumbent also provides:

- Reference Department support including assistance with interlibrary loan, circulation, trouble-shooting public copier and microfiche-reader printer, assistance with the production of library publications and reference desk coverage.
- Library stack maintenance, including shelving, shifting and discarding books and shelf reading.
- Serials Department support including looseleaf filing.
- Administrative support including filing, word processing and assistance with establishing judicial chambers collections.

Required Qualifications:

- High School Diploma or equivalent.
- Minimum of two years of progressively responsible library experience, including at least one year equivalent to work at the CL 24.
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Preferred Qualifications:

- Law library reference experience.
- Experience with an Integrated Library System, SIRSI preferred.
- Word processing and spreadsheet software experience.
- Effective oral and written communication skills
- Ability to handle occasional moderate to heavy lifting

Application: Please forward resume with cover letter and salary history to:

Gretchen E. Van Dam, Circuit Librarian
William J. Campbell Library of the U.S. Courts
219 South Dearborn Street - Room 1637
Chicago, Illinois 60611
E-Mail: gretchen_van_dam@ca7.uscourts.gov

THIS OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER

- Resumes will be screened and only selected applicants will be contacted for interviews. Due to the anticipated large response to this announcement only those interviewed will be notified of the selection outcome.

- All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials or the inability to meet the following conditions may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.
- Pursuant to the Immigration and Reform Act of 1986, selection is contingent upon providing proof of being legally eligible to work in and for the United States.
- The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Clerk of Court may elect to select a candidate from the applicants who responded to the original announcement without posting the position.